

**The Kentucky State Board for Proprietary Education
January 19, 2007**

Members Present

Dr. Steve Coppock, Chairman
Ms. Alison Cuentas
Mr. Mark Gabis
Mr. Chris St. John
Dr. Steven Meade
Ms. Jan Gordon
Ms. Lisa Bozarth
Mr. Jason Rainey

Members Absent

Mr. Stephen Ellison

Occupations and Professions

Gena S. Vance, Board Administrator
Claude Wagner, Executive Director

Others Present

Diane Fleming, Board Counsel/
Assistant General
Dr. Tom Barron, Board Inspector/
Investigator

Guests

Jack Fifield, Fifield School of Dental Assisting
Rucker Grigsby, Georgetown Nurse Aide Training
Don Jones, ATA Career Education
Sally Sturgeon, ATA Career Education
Jim Carter, Truck America Training
Eric Hester, Truck America Training
Robin Smith, CDL Training Services & Consulting
John Duff, Delta Career Academy

Dr. Coppock called the meeting to order at 1:05 p.m. and introductions were made.

Mr. Rainey made a motion to approve the minutes as amended second by Mr. Gabis. The motion carried.

Ms. Gordon made a motion to approve the financial statements second by Mr. Rainey. The motion carried.

Mr. Gabis made a motion to transfer \$255,000.00 from the general fund to the student protection fund second by Dr. Meade. The motion carried.

Executive Director Report

Mr. Wagner discussed the imaging system with the Board. He stated the imaging system should be in place in approximately seven weeks.

Mr. Wagner thanked the members who attended the retreat in December for all their hard work on the regulations.

Mr. Rainey made a motion to post the Board minutes on the website seconded by Ms. Cuentas. The motion carried.

Board Counsel Report

Mr. Gabis gave the report for Ms. Fleming; most of the forms are completed for the regulations (2 forms remaining.) The Board will need to review the forms with the regulations before the draft is sent to the schools.

Mr. Gabis has volunteered his executive assistant to complete the forms for the Board at no cost to the Board.

New Schools Committee

Ms. Gordon made a motion to approve the application submitted by Academy of Dental Assisting, Erlanger, KY second by Ms. Cuentas. The motion carried. Dr. Meade recused from voting.

Dr. Meade made a motion to exempt from licensure the request submitted by Crop Insurance Training Institute, Inc., Grayson, GA since they do not charge a fee second by Mr. Rainey. The motion carried.

Dr. Meade made a motion to approve the application submitted by Fifield School of Dental Assisting, Lexington, KY second by Ms. Cuentas. The motion carried.

Dr. Meade made a motion to approve the application submitted by Fifield School of Dental Assisting, Richmond, KY second by Ms. Cuentas. The motion carried.

Ms. Gordon made a motion to defer the application submitted by Healthcare Training School, Bardstown, KY until February 23, 2007 second by Dr. Meade. The motion carried.

Dr. Meade made a motion to exempt from licensure the request submitted by United Brokers Insurance, New Albany, IN since they do not charge a fee second by Mr. Rainey. The motion carried.

New Programs Committee

Ms. Bozarth made a motion to approve the application submitted by ATA Career Education, Louisville, KY for Prelicensure Practical Nursing second by Mr. Rainey. The motion carried.

Ms. Bozarth made a motion to approve the application submitted by C&C Truck School, Mayfield, KY for Class B Truck Driving subject to curriculum changes and a successful inspection of the Class B vehicle by the Kentucky State Police second by Mr. Rainey. The motion carried.

Ms. Bozarth made a motion to approve the application submitted by Georgetown Nurse Aide Training Center, Inc., Georgetown, KY for Certified Phlebotomy Technician second by Mr. Rainey. The motion carried.

Ms. Bozarth made a motion to approve the application submitted by Spencerian College, Lexington, KY for a program revision for Limited Medical Radiography second by Mr. Rainey. The motion carried. Ms. Gordon recused from voting.

Ms. Bozarth made a motion to approve the application submitted by Spencerian College, Louisville, KY for a program revision for Limited Medical Radiography second by Mr. Rainey. The motion carried. Ms. Gordon recused from voting.

Ms. Bozarth made a motion to approve the request submitted by Thornton's Real Estate Academy, Bowling Green, KY to change the mode of delivery second by Mr. Rainey. The motion carried.

Ms. Bozarth made a motion to approve the application submitted by Truck America Training, Shepherdsville, KY for Class B CDL Training subject to a successful inspection by the Kentucky State Police of the Class B vehicle second by Mr. Rainey. The motion carried.

Complaint Review Committee Report

Complaint #2003-210: Mr. Gabis made a motion this complaint has been resolved second by Mr. St. John. The motion carried.

Complaint #2006-008: Mr. Gabis made a motion this complaint has been resolved second by Mr. St. John. The motion carried.

Complaint #2004-180: Mr. Gabis reported to the Board the complaint committee contacted the complainant requesting she provide the committee proof of the \$500.00 deposit she paid to the school; if she cannot provide a cancelled check, she contact the bank to get a letter to provide the complaint committee second by Mr. St. John. The motion carried.

Complaint #2000-002: Mr. Gabis made a motion to authorize counsel to send a letter to the surety company by February 28, 2007 requesting release of the bond or she will file an injunction in Franklin Circuit Court March 1, 2007 second by Mr. St. John. The motion carried.

Complaint #22004-160: Mr. Gabis made a motion to authorize counsel to contact the attorney representing the school to authorize the school to pay the Board (into the Student Protection Fund) second by Mr. St. John. The motion carried.

Commercial Driver License Committee Report

Dr. Coppock made a motion to authorize Ms. Vance to send a cease and desist letter to a CDL school for not complying with submitted a change of location application second by Mr. Rainey. The motion carried.

The CDL Committee reviewed two applications (see New Programs Committee Notes) submitted by C&C Truck School and Truck America Training wishing to office Class B Training.

The CDL Committee reviewed five (5) applications for CDL Instructors. Dr. Coppock made a motion to approve four and defer one for more information on an assault charge second by Mr. Rainey. The motion carried.

The CDL Committee authorized Ms. Vance to send a second pass/fail letter to a CDL school who did not respond to the letter sent in November 2006.

Old Business

Ms. Bozarth made a motion to send Dr. Barron to the Cincinnati School of Medical Massage in Burlington, KY and to authorize counsel to send a letter to both schools (Burlington, KY and Cincinnati, OH) requesting list of students as of July 1, 2006, demand bond, notify there may be criminal charges, and the maintenance of files (when a school closes, files are to be sent to the board office) second by Ms. Gordon. The motion carried.

Additional Business

Ms. Cuentas made a motion to authorize Ms. Vance to attend the National Association of State Administrators and Supervisors of Private Schools (NASASPS) Annual Conference April 22-25, 2007 in Boston second by Mr. Rainey. The motion carried.

Travel and Per Diem

Mr. St. John made a motion to approve travel and per diem second by Ms. Bozarth. The motion carried.

Adjournment

Having no further business to bring before the board, Mr. Rainey made a motion to adjourn at 2:43 p.m. second by Ms. Gordon. The motion carried.

Stephen Coppock, Ed.D.

Approved: Dr. Coppock, Chairman